

SIX COUNTY CDBG POLICIES
2008 Program Year
(August 2007)

The following policies have been established to govern the Six County CDBG award process. All eligible project applications will be accepted for rating and ranking.

1. In compliance with the policies of the State of Utah CDBG program in order to be eligible for funding consideration, all grantees or sub-grantees must have drawn down 50% of any prior year's CDBG funding prior to the Regional Review Committee's (RRC) rating and ranking session.
2. Applicants must provide written documentation of the availability and status of all other proposed funding at the time the application is submitted, including all sources of funding which are considered local contributions toward the project and its administration. A project is not mature if funding cannot be committed by the time of pre-application.
3. State policy has established the minimum amount of funding of \$30,000 per project and the maximum amount is limited only by the annual Six County allocation amount.
4. Projects must be consistent with the Region's Consolidated Plan. The project applied for must be included in the prioritized capital improvements list that the entity submitted for inclusion in the Consolidated Plan. Sponsored projects on behalf of an eligible sub-recipient may not necessarily be listed in the jurisdictions capital investment plan, but the sub-recipient's project must meet goals identified in the region's consolidated plan.
5. Attendance at one of the annual How to Apply workshops is mandatory of all applicants and sub-grantees. The project manager and an elected official from the applicant's jurisdiction should be in attendance. Newly elected officials and project managers are especially encouraged to attend since the administrative requirements and commitments of a CDBG project are considerable.
6. Public service providers, traditionally non-profit organizations, are allowed to apply for CDBG funds for capital improvement and major equipment purchases. Examples are delivery trucks, furnishings, fixtures, computer equipment, construction, remodeling, and facility expansion. State policy prohibits the use of CDBG funds for operating and maintenance expenses. This includes paying administrative costs, salaries, etc. No more than 15 percent of the state's yearly allocation of funds may be expended for public service activities.
7. Emergency projects may be considered by the RRC at any time. Projects applying for emergency funding must still meet a national objective and regional goals and policies. Projects may be considered as an emergency application if:

- Funding through the normal application timeframe will create an unreasonable risk to health or property.
- An appropriate third party agency has documented a specific risk (or risks) that, in their opinion, needs immediate remediation.
- Cost overruns from a previously funded project may be funded only if the RRC deems it an appropriate emergency.

The amount of any emergency funds distributed during the year will be subtracted from the top of the regional allocation during the next funding cycle. Additional information on the emergency fund program is available in the Application Policies and Procedures manual developed annually by the state in Chapter II, Funding Processes.

8. Applications on behalf of sub-recipients (i.e., special service districts, non-profit organizations, etc.) are allowed. However, the applicant city or county must understand that even if they name the sub-recipient as project manager the city/county is still responsible for the project's viability and program compliance. A subcontractor's agreement between the applicant entity and the sub-recipient must accompany the application (after funds have been committed to the project).

9. Multi-year projects will be considered. Proposals must contain specific cost estimates and work elements by year so that annual allocations by the RRC can be determined at the outset.

10. Project maturity will be considered in determining the awarding of funds for the funding cycle, i.e., project can be completed within eighteen months, leveraged funds are in place, detailed scope of work is developed, engineer's cost estimates in place, etc.